

Create a Report

1. Open a NEW document in Word
2. Save the document as REPORT
3. Create a Title Page: (Use a Cover Page template)
 - a. Type the title of the report: If I had a \$1 Billion Dream Home (center align)
 - b. Type your first and last name (right aligned), then hit ENTER
 - c. Type your teacher's name (right aligned), then hit ENTER
 - d. Type the title of the class you are enrolled in (right aligned), then hit ENTER
 - e. Type the current date (right aligned), then hit ENTER
 - f. Insert -> Page Break
4. Set up the document in proper MLA report style format as follows:
 - a. Set the page margins to 1" on all sides
 - b. Insert a header that includes your last name followed by the page number. Right align the text in the header (ensure header is set to Different First Page so that it does not appear on the title page)
 - c. Set up the document so that all text is double-spaced (highlight text, paragraph, line spacing, double)
5. Type the title of the report: If I had a \$1 Billion Dream Home. Center align and hit ENTER
6. Type the body of the report left align (the article from today's warm up). Indent each paragraph using the default tab setting (.5")
7. Type an additional 3 paragraphs (3-5 sentences each) explaining what the family should do with the house, if you had the money would you purchase it (why or why not), and how you would design your own \$1 billion dream home. Your report should be close to a page and a half.
8. Include at least one image in the report
9. Insert a page break (CTRL + ENTER) after the last paragraph in the report
10. Type the "Works Cited" page as follows (be sure that it starts on a new page in the document):
 - a. Center align and bold the text "Works Cited," then hit ENTER
 - b. Format the text under the title as shown below
11. Carefully proofread the document for spelling, grammar, and accuracy
12. Resave the document

Works Cited

Epp, Melanie. "The world's most expensive house is everything but home." *YourMoney.ca*. 26 OCT 2011. Web. 26 Oct 2011. <<http://realestate.yourmoney.ca/2011/10/billion-dollar-house-is-everything-but-home.html>>.